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**PROPOSED DISTRIBUTION OF DUTIES AND RESPONSIBILITIES
FOR THE PROCESSING OF TRAVELERS**

1. **PROBLEM.** The purpose of this proposal is to set forth the steps necessary to implement decisions stated in attachment C to memorandum dated 8 May 1953 from the AID/A to the Management Officer.
2. **POLICIES.** The above-mentioned memorandum stated the following policies:
 - a. Certain functions now performed by the Passenger Movement Branch should be transferred to the Travel Section of the Central Processing Branch in order to accomplish an efficient operation and to eliminate the basis for some current confusion. Specifically, such activities as contacting carriers and picking up tickets should be carried on incidentally with the function of planning itineraries.
 - b. In order to provide unified direction in the performance of the processes involved in assisting domestic and overseas travelers and their dependents, the Central Processing Branch should be charged with the responsibility for all of these operations.
 - c. The Central Processing Branch should be equipped with a table of organization which reflects this over-all responsibility.
 - d. The Chief of Logistics should be responsible for nominating and recommending qualified technical employees for the Travel Section upon request from the Central Processing Branch. Such employees should have a Logistics Office career designation and be under the jurisdiction of the Career Service Board established for the Logistics Office.

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- e. The Transportation Division would be expected to furnish normal technical staff assistance, guidance, and advice with respect to the performance of technical transportation functions of the Central Processing Branch and to survey the performance of such functions and make appropriate recommendations.
- f. The Chief of Logistics should delegate authority to Central Processing Branch to incur expenses in connection with its transportation functions.
- g. Domestic travel should be handled by Central Processing Branch.

3. PROCEDURES. The following procedures will be performed by CPB and PMB as indicated:

- a. Travel
 - (1) Employees. CPB will interview the traveler, prepare his itinerary, make his reservations, secure his tickets, deliver the tickets to him, and certify the carrier's bill or furnish the Comptroller appropriate advice in lieu of certifying the bills.
 - (2) Dependents in Headquarters Area. These will be processed by CPB in the same manner as employees, (1) above.
 - (3) Dependents Outside Headquarters Area. These will be processed by CPB through the interview with the employee and by corresponding with the dependents. Generally, the same forms and procedures presently in use in PMB will be used by CPB for this purpose.

b. Effects

- (1) Unaccompanied Baggage. CPB will brief the traveler, assign an identity number for the shipment, and, except where the traveler pays cash for shipment of this baggage, complete shipping data

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form and send said form to PMB. Upon receipt of shipping data form, PMB will complete and send to CPS a Government B/L if necessary, which will then be turned over to the traveler. PMB will make all arrangements with carriers for transporting baggage, will follow up on shipments to secure expeditious movement, and will certify carriers' bills.

(2) Household. CPS will brief the traveler, assign an identity number for the shipment, where possible have the traveler indicate a preferred packer from a list of packers with whom the LO has made contracts, select the packer based on a reasonable distribution of business among the packers listed, and prepare a shipping data form which will be immediately sent to PMS. PMS will make all arrangements for packing, crating, and transportation (including

will follow up on shipments to secure expeditious movement, and will certify carriers' bills.

(3) Automobiles. CPB will brief the traveler and assign an identity number to the shipment. Where possible, CPB will arrange to have the traveler deliver his car to the port. If there is sound reason for having the Agency deliver the car to the port, PMB will arrange for such delivery. The shipping data form will be completed by CPB and sent to PMB. PMB will arrange for all processing of the car, will arrange for handling by the carriers, will follow up on shipments to secure expeditious movement, and will certify carriers' bills.

25X1

c. Passports, Visas, and CPB will brief the traveler on all details pertaining to these items, will assist the traveler in completing necessary forms, and will arrange for pick-up and delivery of these items.

d. Cables.

(1) Travelers. ETA cables will be prepared by CPB and delivered to the appropriate releasing division.

(2) Effects. ETA cables will be prepared by PMB and delivered to the appropriate releasing division.

e. Refunds. CPB will handle the return of unused tickets following the same procedures and using the same forms as are presently being used by PMB.

4. TABLES OF ORGANIZATION. As a result of a study conducted by OEM Service (staff study dated 2-6-53) the following workload data was secured:

Average monthly workload + + + + + + + + + + + + + + + +

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Average man-days per month (PME & CPB)

Based on this material it was recommended that a T/O of be established for the complete travel processing function (including shipment of effects). This would permit the accomplishment of a peak load of over cases per month.

The following proposed T/O's are based on the recommended total of positions:

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a. Central Processing Branch, Travel Section

Chief of Section (Transportation Officer)

3

Assistant Chief of Section (Transportation Officer)

1

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25X1

5. IMPLEMENTATION. The following actions are required to carry out the directives contained in the ADD/A's memo of 8 May 1953:

- a. Establishment of the detailed I/O.
- b. Approval of the distribution of duties as provided by Section 3 hereof.
- c. Approval of the attached delegation of authority from the Chief of Logistics to the Personnel Office.
- d. Allocation of space to permit the CPB to accommodate additional personnel.
- e. Transfer of certain personnel from PMB to CPB.

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6. EFFECTIVE DATE. Due to the present space situation, it is recommended that implementation of this proposal be made effective with the availability of additional space for CPS. It is expected that this will occur before 31 July 1953. However, if arrangements could be made for additional space pending the general move expected to occur in July, this proposal could be implemented at an earlier date.

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Assistant Director for Personnel

Acting Chief of Logistics

Delegation of Authority

1. Pursuant to the basic delegation of authority from DCI to the Chief, Procurement and Supply Office, dated 1 December 1950, authority is delegated to the Chief and Assistant Chief of the Travel Section, Central Processing Branch, and to the Chief of that Branch, as follows:

- a. Procurement of transportation for Agency employees performing official travel, including transfers from one official station to another, temporary duty travel, and travel to and from overseas posts.
- b. Allowances in excess of lowest first-class rate for the facility used when the lowest first-class accommodations are not available, use of compartments or other accommodations required for purposes of security, and the use of extra-fare trains and airplanes, where appropriate.

2. The exercise of this authority shall be subject to the issuance of properly authenticated travel orders in accordance with Agency Regulations.

3. Transportation procured under this authority shall be in accordance with applicable laws, rules, and regulations, including the Standardized Government Travel Regulations.

A. K. S.

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TRANSMITTAL SLIP		
(Date)		
TO:	10 Official File	
BUILDING	ROOM NO.	
Attn 56	10-48	
REMARKS:		
FROM:		
BUILDING	ROOM NO.	EXTENSION

FORM NO. 36-8
SEP 1946

10-65268-1 GPO